

**NOTICE OF APPEAL
FORM SUMMARY**

- Purpose of Form:** To appeal a judgment imposed by the municipal court and request a trial in the circuit court OR to request a jury trial in the circuit court on a case involving a charge of Operating While Intoxicated
- Accompanying Documents/Information:** If you have an attorney, you must include your attorney's name and address for court records
- Payment Required:** Trial on the Record - \$133.50 plus bond amount ordered by municipal judge and cost of transcript if judgment is affirmed by circuit court
- Trial de Novo - \$138.50 plus bond amount ordered by municipal judge
- Trial by Jury - \$36 for 6-person jury; \$72 for 12-person jury
- How to File the Form:** The original form must be filed with the court. To file the form, you may do one of the following:
- (1) Mail the form to: Milwaukee Municipal Court
951 North James Lovell Street
Milwaukee, WI 53233-1449
 - (2) Bring the form to the court in person (please check court hours before coming to court)
- Once the form is filed with the court, you will be contacted by the Milwaukee County Circuit Court regarding your request for an appeal or jury trial.
- Deadline for Completion:** Within 20 days of the judgment date if you are requesting an appeal of the municipal court judgment in the circuit court
- OR
- Within 10 days of pleading not guilty if you are requesting a jury trial for a case involving a charge of Operating While Intoxicated
- Additional Instructions:** The following information must be completed on the form before it can be filed with the court:
- Defendant: If this is a case against you, fill in your name. THIS INFORMATION IS REQUIRED.
- Case No.: Fill in the case number. THIS INFORMATION IS REQUIRED. If you can not find your case number, contact the Milwaukee Municipal Court.
- Trial: Check the type of trial which you are requesting. THIS INFORMATION IS

REQUIRED. A *trial on the record* requests the circuit court to review the transcript of the trial which was heard in the municipal court and render a judgment. A *trial de novo (new trial)* requests the circuit court schedule a new trial on the matter in front of a circuit court judge. A *trial by jury* requests the circuit court schedule a new trial on the matter in front of a jury.

City of Milwaukee,

NOTICE OF APPEAL

Plaintiff

vs.

Case No. _____

_____,

Defendant

To:

PLEASE TAKE NOTICE that the above-named defendant appeals to the Circuit Court of Milwaukee County from the Judgment of the Honorable _____, Municipal Court Judge, on the _____ day of _____, _____, wherein the defendant was adjudged guilty of violating _____ of the Code of Ordinances, adopting s. _____, Wis. Stats., and assessed a forfeiture in the amount of \$_____ including / plus costs. The defendant at this time requests a

_____ trial on the record,
_____ trial de novo, or a
_____ trial by jury.

Dated at Milwaukee, Wisconsin, this _____ day of _____, _____.

By: Defendant / Defendant's Attorney

P.O. Address: